

Sample form, not for offline completion.

Visit <https://grantplatform.ktp-uk.org> to apply.



Innovate UK - Accelerate Knowledge Transfer (AKT)

Please select your Knowledge Base from the list below. If you cannot find it, please contact Catarina.siqueiraarmond@iukbc.org.uk so it can be added to the list.

Please provide as much detail as possible when answering the questions below.

Application name

Your application name should be the Knowledge Base and the Business Partner name (i.e. Knowledge Base & Business Partner).

The Innovate UK - Accelerated Knowledge Transfer (AKT) scheme will support a UK Higher Education (HE), Further Education (FE) institution, Research Organisation (RTO) or Catapult (the Knowledge Base partner), to work with a UK registered business, charitable company, or charity (the Business Partner), to deliver a short, rapid and targeted intervention to accelerate the evaluation or development of an innovation project or concept, which has the potential for significant impact for the Business Partner. Projects must run for between 2 and 4-months.

The application must be submitted by the Knowledge Base partner but will be developed in partnership with the Business Partner. The Knowledge Base will be the sole grant recipient.

Public sector organisations are not eligible as a Business Partner in an AKT project.

This scheme is being jointly delivered by Innovate UK and Innovate UK KTN.

Due to the high amount of applications, if you require any amendments to be made to your application after submission, we will only be able to accept requests up until 5.00pm on Tuesday, 12th December 2023.

I confirm that I meet the eligibility criteria for this grant

Please make sure you have checked the Competition Guidance Document for the eligibility requirements.

Applicant Information

Accelerated Knowledge Transfer (AKT)

You can download a copy of the Competition Guidance [here](#)

About the Knowledge Base

In this section, you will be asked to provide details about the Knowledge Base.

Knowledge Base Name

Aberdeen, University of

Abertay University

Aberystwyth University

AMRC Cymru

Anglia Ruskin University Higher Education Corporation

Angus College

Arden Univerity

Aston University

Bangor University

Bath Spa University

...

Please select your Knowledge Base Name from the drop-down list, if it is not listed, please select 'Other' to add a different Knowledge Base Name.

Knowledge Base Address

Please include the Building Name/Number and Street relevant to the registered Knowledge Base Address.

Knowledge Base City/Town

Country

England

Wales

Scotland

Northern Ireland

Post Code**Knowledge Base Team**

In this section, you will be asked to provide information about the Knowledge Base Supervisor and Associate/(s).

Knowledge Base Supervisor Name

Please provide the full name of the named supervisor employed by the Knowledge Base who will supervise the Associate for this project.

Job Title/Position

Please provide the Job Title or Position of the Knowledge Base Supervisor.

Email

Please provide a contact email for the Knowledge Base Supervisor.

Contact Phone Number

Please provide either a Knowledge Base number that the supervisor can be contacted on, or work mobile number.

Relevant Knowledge Base Supervisor Expertise/Capability

250 words

Describe the Supervisor expertise/capability that is needed to deliver this project. Please identify any secondary supervisors within this section. (Max. 250 words)

Do you know who the Associate for this project will be? Yes No

You will be asked to confirm this information during project start-up.

Relevant Associate Expertise/Capability

200 words

Describe the Associate expertise/capability/qualifications relevant to this project. (Max. 200 words)

Will there be a second Associate employed to deliver this project? Yes No**Knowledge Base Project Delivery Team**

In this section, you will be asked about the team who will be supporting the project.

The Project Delivery team may include, a Project Manager who will manage the project and a Finance Officer, or if you have a KB Office, additional contacts.

Please note that the Knowledge Base Project Manager/Administrator identified below will be the person who receives all communication after your application is submitted.

Knowledge Base Project Manager/Administrator

Please provide the full name of the Knowledge Base key contact who will be responsible for receiving all notifications and communications regarding this project.

Job Title/Position

Please provide the Job Title or Position of the Knowledge Base key contact.

Email

Please provide the Email for the Knowledge Base key contact.

Contact Phone Number

Please provide the Phone Number for the Knowledge Base key contact.

Secondary Project Delivery Contact Name (optional)

Please provide the full name of the Knowledge Base secondary contact who will be responsible for receiving all notifications and communications regarding this project.

Secondary Project Delivery Contact Job Title/Position (optional)

Please provide the Job Title or Position of the Knowledge Base secondary contact.

Email (optional)

Please provide the Email for the Knowledge Base secondary contact.

Contact Phone Number (optional)

Please provide the Phone Number for the Knowledge Base secondary contact.

Knowledge Base Finance Officer Name

Please provide the full name of the Knowledge Base Finance contact who will be responsible for receiving finance related notifications and communications regarding this project. This may also include actions such as submitting financial information, claims and invoices.

Knowledge Base Finance Officer Email

Please provide the Email for the Knowledge Base Finance contact.

Knowledge Base Finance Officer Phone Number

Please provide the Phone Number for the Knowledge Base Finance contact.

The Business Partner

In this section, you will be asked to provide details about the Business Partner.

Business Partner Name

Please provide the registered name of the Business Partner.

The Business Partner Key Contact

Please provide the full name of the key contact for the Business Partner

Job Title/Position

Please provide the job title or position of the key contact for the Business Partner.

Contact Phone Number

Please provide the contact number for the key contact / Business Partner.

Email

Please provide the email for the Business Partner key contact.

Address

Please include the Building Name/Number and Street relevant to the registered Business Partner Address.

City/Town

Country

Scotland

Northern Ireland

Post Code

The Business Partner Region

▼

Scotland

Northern Ireland

North East England

North West England

East Midlands

West Midlands

East of England

London

South East England

South West England

...

Please select the region in which the Business Partner will operate this project.

The Business Partner's Registration Number

This is normally demonstrated on a public register, such as on Companies House.

The Business Partner Standard Industrial Code (SIC).

5 characters

Please provide the 5 digit SIC code as per the 2007 SIC Index. Information on Standard Industrial Code (SIC) can be found by visiting: <https://www.ons.gov.uk/methodology/classificationsandstandards/ukstandardindustrialclassificationofeconomicactivities/uksic2007>

The Business Partner Size

Micro

Small

Medium

Large

Company size definition: <https://www.gov.uk/government/publications/life-of-a-company-annual-requirements/life-of-a-company-part-1-accounts#micro-entity>

Please tick the box to confirm the Business Partner has at least 4FTE employees.

The Business Type

Limited liability company

Corporation

General partnership

Cooperative

S corporation

C corporation

Publicly listed company

Limited company

Nonprofit organization

Privately held company

...

Which Industrial Sector aligns to the Business Partner?

Agriculture & Food

Banking, Finance & Insurance

Charity & Third Sector

Creative & Cultural industries

Digital and Technology

Energy, Utilities & Net Zero

Health & Life Sciences (Healthy Living)

Infrastructure & Construction

Manufacturing / Engineering

Materials & Chemicals

...

Project Summary

Please select your Knowledge Base from the list below. If you cannot find it, please contact Catarina.siqueiraarmond@iukbc.org.uk so it can be added to the list.

Please provide as much detail as possible when answering the questions below.

Project Title

20 words

This will be made available publicly. This should reflect the focus of your project.

What is the length of the project (should be within 2-4 months)?

Public Description

50 words

This will be made available publicly.

Project Overview

350 words

Please summarise the project in relation to: - What is the identified need that is driving the innovation? - What solution will be developed utilising the innovation? - What opportunity(s) will be realised if the solution is successfully deployed?

Plan for Delivery

350 words

Please give a high level summary of the plan to deliver the AKT project with a maximum of 3 Project Stages (PS) and a maximum of 3 Tasks per PS. Please give an indication of the number of weeks to be spent on each Task. Please note that an additional work plan is not required. You should use this section only to outline your plans for delivery.

Project Management

250 words

Please provide information on the following: - What resources are being committed to the project: a) from the Knowledge Base b) from the Business Partner - Give an indication of how the project will be managed and monitored by the project team to ensure an effective 3-way partnership. - Describe the regularity and frequency of meetings (a) at the university and (b) at the company. It is expected that the project team will meet at least once every two weeks either virtually or in person.

Application Questions

Please select your Knowledge Base from the list below. If you cannot find it, please contact Catarina.siqueiraarmond@iukbc.org.uk so it can be added to the list.

Please provide as much detail as possible when answering the questions below.

Innovation

350 words

You must describe: - What is the innovation and what is the potential for significant impact on the business? Note: this may address an external market opportunity or an internal opportunity within the business. - What are the needs driving the innovation? - How will the value from the innovation be realised, and how is it aligned to an internal need and/or external 'market'?

Challenges and Risks

350 words

You must describe: - What are the challenges and risks associated with developing the innovation for the business? - What are the challenges and risks associated with delivery? - Has the acceptance, or non-acceptance, of the innovation (either internally or externally) been considered? Are there any IP related challenges or risks?

Need for Business-Academic Partnership

350 words

You must describe: - What skills, expertise, knowledge or capability does the business need to realise value from the innovation, and to what extent will this funding accelerate or enable the project? - What skills, expertise, knowledge or capability do the academic(s) have that will support the development of the innovation? - What options have been considered to continue the collaboration post-project?

Project Outcomes

350 words

You must describe: - If the development of the innovation is successful, what is the potential business impact? - What is the potential for additional environmental and societal impacts/benefits? - What are the post-project actions and investments that may be necessary by the business to extract optimum value from the innovation?

Project Costs

Please select your Knowledge Base from the list below. If you cannot find it, please contact Catarina.siqueiraarmond@iukbc.org.uk so it can be added to the list.

Please provide as much detail as possible when answering the questions below.

Project Costs

Please refer to the Innovate UK - Accelerated Knowledge Transfer Competition Guidance, FAQ and Cost Guidance documents when completing this section.

In this section, where a justification is required, please provide a breakdown of each cost, evidencing how this has been calculated. Provide a breakdown of items for which funding is requested and explain why the costs are needed for this project.

Please provide the total costs for the Knowledge Base. Please do not make any deductions for the Business Partner cash contribution. This should be reflected in the Total Grant requested section.

Any applications which do not meet the competition cost rules will not progress to assessment.

Knowledge Base Associate/(s) employment costs

Knowledge Base Associate/(s) employment costs

This should be the Knowledge Base costs relating to Associate employment.

Justification of Knowledge Base Associate/(s) employment costs

Please provide details of how these costs have been calculated and will be spent, including a breakdown of how the cost has been calculated.

Knowledge Base Supervisor employment costs

Knowledge Base Supervisor employment costs

This should be the Knowledge Base costs relating to Academic Supervision.

Justification of Knowledge Base Supervisor employment costs

Please provide details of how these costs have been calculated and will be spent, including a breakdown of how the cost has been calculated.

Knowledge Base Travel & Subsistence, Estates and/or Consumables costs

Total Travel & Subsistence, Estates and/or Consumables costs

This should be the Knowledge Base costs relating to Travel & Subsistence, Estates and/or Consumables.

Justification of Travel & Subsistence, Estates and/or Consumables costs

Please see Competition Guidance, FAQ and Costing Guidance documents for rules and guidance on the maximum amount that can be requested for this category. Note that applications may be rejected if competition rules are not met. Please note that the minimum 10% Business Partner contribution will be applied evenly across all cost categories. If the total T&S, Estates and/or Consumables costs exceed the maximum grant amount of £3,500 after the 10% Business Partner cash contribution is deducted, any excess beyond the £3,500 allowed, must be added to the Business Partner cash contribution.

Knowledge Base Additional Associate Support costs

Knowledge Base Additional Associate Support costs

This should be the Knowledge Base costs relating to Additional Associate Support.

Justification of Knowledge Base Additional Associate Support costs

Please see Competition Guidance, FAQ and Costing Guidance documents for rules and guidance around how these costs should be calculated. Note that applications may be rejected if competition rules are not met.

Total Project Costs

In this section, you will be asked to provide the total Knowledge Base project costs, the Business Partner cash contribution and confirm the grant amount you are requesting.

Total Knowledge Base Project costs

This should match the total combined costs from all of the above categories.

Business Partner Cash Contribution

The Business Partner Cash (£) Contribution to the Knowledge Base.

The Business Partner cash contribution should reflect the minimum 10% cash contribution rule.

Please confirm that as the Knowledge Base applicant, you will recover the Business Partner Cash Contribution in full.

Total grant request

This amount should reflect the total Knowledge Base project costs minus the Business Partner cash contribution. This figure cannot be greater than £35,000.

Grant Forecast Spend

Please provide an estimated forecast for your project spend. Note that you will be able to update this at project start up if there are any changes. This is for Innovate UK KTN financial planning.

Your grant split across this 23/24 and 24/25 should match your total grant requested.

Anticipated grant spend up until 31st March 2024

Anticipated grant spend after 1st April 2024

FEC Declaration and Certificate

Have you used FEC to calculate your costs?

	▼
Yes	
No	

Please note that you must upload a signed FEC letter if you use FEC, you can upload the file via the supporting attachment tab. Failure to do so may lead to your application being rejected. For non-FEC, please follow the costing guidance referenced in the Competition Guidance, FAQ and Costing Guidance documents.

Submitting your Application:

Please confirm that you have the necessary permissions in place and the application meets the following requirements for the areas below:

- 1) Senior level support of the Business Partner
- 2) Eligibility Requirements
- 3) Data Sharing
- 4) Case Study & Public Description

Failure to accept the above conditions may lead to your application being rejected.

Due to the high number of applications, if you require any amendments to be made to your application after submission, we will only be able to accept requests up until 5.00pm on Tuesday 12th December 2023.

▼
Accept
Reject

Please note that by selecting the accept option in this section, you are agreeing to the points below which are highlighted in the question: 1) Senior-level support of the Business Partner You have the senior-level support of the Business Partner to submit this application and their commitment to provide the required cash contribution and any non-cash support outlined in the application. It is the applicant's responsibility to ensure that the required cash contribution is recovered from the Business Partner. 2) Eligibility Requirements Your application meets the eligibility requirements for this competition, as set out in the Competition Guidance Document and any clarifications provided in the supporting documentation (e.g. Costing Guidance and FAQs). 3) Data Sharing You are content for the information in your submitted application, and any other information you provide at the application stage to be shared between Innovate UK KTN and its partner organisations on an individual basis and for its storage, processing and use. This includes Innovate UK, Innovate UK KTN and Innovate UK EDGE. Any relevant information supplied/produced during the application, monitoring and reporting stages concerning your application can be shared between Innovate UK and its partner organisations. 4) Case Study & Public Description You are content that mandatory case studies supplied at project close can be made publicly available, as can the public description supplied in your application.

Project Set-up

Please upload your signed GOL Schedule 1 here.



Please upload the Knowledge Base Bank details here.



Please upload the completed and signed New Supplier Form here.



The Innovate UK KTN New Supplier Form can be found here: <https://www.ktp-uk.org/wp-content/uploads/2023/10/New-Supplier-Form-Rebranded.docx>

Please confirm the start date of your project. (DD/MM/YY)

This must be within 6 weeks of your Grant Offer Letter.

Associate Name

Please provide the full name of the Associate who will be working on the project.

Associate Job Title/Position

Please provide the Job Title or Position for the Associate working on the project.

Associate Email

Please provide the contact email for the Associate working on the project.

Contact Phone Number

Please provide either a Knowledge Base number that the Associate can be contacted on, or work mobile number.

If a second Associate is required for this project, please complete the sections below.

Second Associate name (optional)

Please provide the full name of the second Associate who will be working on the project.

Second Associate - Job Title/Position (optional)

Please provide the Job Title or Position for the second Associate working on the project.

Second Associate Email (optional)

Please provide the contact email for the second Associate working on the project.

Interim Project Report Spend and Forecast

AKT Interim Report

Innovate UK - Accelerated Knowledge Transfer (AKT) Interim Reporting applies to all Projects that are longer than 3 months in duration.

Your Interim Report is due be completed within the 8th week of your Project.

The Knowledge Base Project Delivery Contact should complete the Interim Report on behalf of the Project Team.

Please ensure that the Associate, Knowledge Base Supervisor and Business Partner agree to the status and information submitted in this report.

Please confirm that the project team have collectively approved the content of this report prior to submission.

Yes

Reports will not be accepted unless this box is checked.

Project Progress:

Please inform us about the progress of your project

Project Scope

▼

5 - The consortium has identified opportunities, beyond those specified in the original proposal, and plans to explore these within this project or shortly thereafter

4 - The project remains on course to deliver all planned objectives

3 - There is a possibility that the project will fail to deliver on some planned objectives

2 - It appears highly likely that the project will fail to deliver on one or more key objectives

1 - It is certain that the project will fail to deliver on one or more key objectives

Other

Please select one of the following statements that best represents the status of your project.

Please provide comments below to elaborate on your selected response.

Project Deliverables

▼

5 - The project is running ahead of schedule

4 - The project is meeting its planned timetable

3 - The project is behind schedule, but should meet its deliverables by project close

2 - The project is behind schedule and whilst some deliverables may not be delivered, work has been prioritised to ensure that overall, good outcomes will be delivered

1 - The project is behind schedule and is at risk of not delivering against its agreed outcomes

Other

Please select one of the following statements that best represents the status of your project.

Please provide comments below to elaborate on your selected response.

Partnership Engagement

▼

1- There are some challenges in the partnership working arrangements

2- The academic team, business and associates are working well together and meeting regularly

Please select one of the following statements that best represents the status of your project.

Please provide comments below to elaborate on your selected response.

Project Spend

Please complete the following table.

You should refer to the project Schedule 2 and ensure that the spend is within the maximum costs you have been allocated.

If actual figures are not available for project spend, please provide an estimate.

Note new virements cannot be considered, so please do not request these.

Interim Project Spend & Forecast

Item	Actual Project spend week 1-8	Forecast Project spend week 9 - project end	Comments
1 AKT Associate(s)			
2 Knowledge Base Supervisor			
3 Travel & Subsistence, Consumables & Estates			
4 Additional Associate Support			

Referring to your agreed Project Costs in Schedule 2, please provide an update on spend to date and remaining forecasted spend for your project. The overall forecast must not exceed the amounts within the project Schedule 2. Include the actual spend for the first 8 weeks of the project in the first column, and insert a forecast outturn spend to the project end in the second column. Where the spend is less than the amount allocated in Schedule 2, please indicate the reason for the variance in the comments column.

Next Steps

In terms of next steps beyond the project, please select the option that best describes what you expect may happen?

a) Project could lead to a KTP project (classic or management)

b) Project could lead to another form of formal collaboration

c) We expect the collaboration between the business and the academic institution to continue informally

d) We expect the formal collaboration will end at the conclusion of this project

Please provide comments below to elaborate on your selected response. (optional)

If you would like to follow-up on next steps for your project, please contact the Knowledge Transfer Advisor local to the Business Partner. If you are uncertain who this is, please contact the nominated Knowledge Transfer Advisor for your Knowledge Base.

Final Report

Final Report

Reflecting on the Application submitted including the Project Summary and Agreed project costs, please complete the following:

- AKT Final Report
- Upload Associate Final Presentation
- AKT Case Study
- AKT Final Project Spend and Schedule 3 Upload

You will not be required to upload your project invoice at this stage, you will be issued with a task to upload your project invoice once your claim has been approved.

Please confirm that the project team have collectively approved the content of this report prior to submission.

Reports will not be accepted unless this box is checked.

About Your Collaboration

Has the Business Partner collaborated with a Knowledge Base before?

Yes

No

Answer yes if the Business Partner has formally collaborated in a defined project with a Knowledge Base before. For more informal discussions, answer No.

Has the Business Partner collaborated with this Knowledge Base before?

Yes

No

Answer yes if the Business Partner has formally collaborated in a defined project with this Knowledge Base before. For more informal discussions, answer No.

Has the Knowledge Base team collaborated with a Business Partner before?

Yes

No

Answer yes if the Knowledge Base team has formally collaborated in a defined project with a Business Partner before. For more informal discussions, answer No.

Please respond to the statements below indicating whether you Agree or Disagree.

AKT was a useful taster of what can be achieved through academic/business collaboration.

▼
Agree

Disagree

As a result of AKT, as a Knowledge Base team, we are more likely to collaborate with businesses

Agree

Disagree

As a result of AKT, as a Business Partner, we are more likely to collaborate with a Knowledge Base.

Agree

Disagree

Without AKT, we would not have advanced our innovation concept to the extent that we have.

Agree

Disagree

Please provide comments below if you wish to elaborate on your selected responses. (optional)

50 words

Project Focus

Please choose 2 to 3 words to describe the knowledge transfer or subject area of the project (e.g. AI, automation, business/management)

Project Outcomes

Which of the following best describes the outcomes of your AKT project?

The project delivered beyond the initial project objectives

The project delivered all of the main planned objectives

The project largely delivered against planned objectives

The project delivered against some, but not all objectives

The project did not deliver against key objectives

Please provide comments below to elaborate on your selected response. (optional)

50 words

• Please respond to the statements below, indicating whether you Agree or Disagree

The short-term nature of AKT meant we got to conclusions (positive/negative) quicker than we would without the scheme.

	▼
Agree	
Disagree	

At the end of the project, we have a clear understanding of next steps.

	▼
Agree	
Disagree	

Please provide comments below if you wish to elaborate on your selected responses. (optional)

50 words

Have any new jobs been created as a result of your AKT project?

	▼
Yes	
No	

If you have answered Yes to this question, please insert the **number** in the box provided. (optional)

3 words

Might any new jobs be created as a result of your AKT project in the future?

	▼
Yes	
No	

If you have answered Yes to this question, please insert the **number** in the box provided. (optional)

3 words

Have any jobs been safeguarded as a result of your AKT project?

	▼

Yes

No

If you have answered Yes to this question, please insert the **number** in the box provided. (optional)

3 words

Thinking more broadly, what have the main impacts of AKT been on the Business Partner?

- Accelerated innovation
- Advanced Proof of Concept
- Potential to increase sustainability
- Potential to reduce costs
- New revenue stream potential
- Creation of IP
- Change in culture
- Improved processes
- Other

Other (please specify) (optional)

50 words

Next Steps

In terms of next steps beyond the project, please select the option that best describes what you expect may happen?

- Project may lead to a KTP project (classic or management).
- Project may lead to another form of formal collaboration. (Please elaborate in the space below)
- We expect the collaboration between the business and the academic institution to continue informally.
- We expect the formal collaboration will end at the conclusion of this project. (Please elaborate in the space below)

Please provide comments below if you wish to elaborate on your selected responses. (optional)

50 words

Please attach a pdf of the presentation used to communicate project outcomes with the Business Partner, as directed in your Grant Offer letter.



This should include high level activities and outcomes. Note that there is no need to include highly technical information and data. A small number of high-level slides is all that is required. Please note that claims cannot be paid without a pdf of the presentation. This was a stipulation of your Grant Offer Letter. Only pdf documents should be attached. Maximum file size is 5MB.

Follow-up Contact

If you would like to discuss the possibility of continuing your collaboration through KTP, please contact the Knowledge Transfer Advisor local to the host company. If you are uncertain who this is, please contact the nominated KTA for your institution.

Case Study

Case Study

Please use this section to provide case study information about your project.

Please do not include any commercially sensitive details as all the information you provide will be made publicly available, along with the Business Partner and Knowledge Base names and Business Partner location.

Your case study is designed to provide a publicly available overview of your AKT project and a summary of the outcomes. The aim of the case study is to be informative and, potentially, to inspire other potential AKT collaborations. It should tell the story of your AKT experience.

Please avoid using very technical language in your responses.

To complete your Case Study, please answer the self-completion questions in this section and obtain a quote from the Business Partner.

<https://www.ktp-uk.org/accelerated-knowledge-transfer/>

Project Description:

50 words

Please provide a short description of your project

Project Objectives:

200 words

Please outline the key aim/s of your AKT project.

Project Overview:

250 words

Please describe what the AKT partnership did to meet the objectives outlined above

Project Outcomes:

400 words

Please explain what has happened as a result of the activities in which you engaged via your AKT?

Contact Details:

Please provide contact details that we can include in the Case Study for anyone wishing to find out more about the project

Quote:

50 words

Please provide a quote from the Business Partner, summarising the value of AKT, in the box below

Summarise your project using 3 words of your choice!

Declaration

I confirm that, in accordance with our GoL, both we the applicant and our Business Partner are content with the information provided in this case study being published

Yes

Final Project Spend (Schedule 3)

Final Claim

Please confirm your Bank and Supplier Details

Confirm bank details & supplier details have not changed

Details have changed

Please confirm if the Knowledge Base Bank Details and Supplier contact information is the same, if these are changed, the AKT competition team will issue you with a task to update the details.

In this section you will be required to tell us about the project costs that you incurred as a Knowledge Base for your project.

You will need to provide itemised items for the four cost categories:

AKT Associate

Knowledge Base Supervisor

Travel & Subsistence, Consumables & Estates

Additional Associate Support

Please add all eligible cost items for these categories in the relevant finance tables below.

The amount should be the 100% cost incurred and not have any deductions for the 10% Business Partner Contribution.

If in your application you stated a Business Partner Contribution greater than 10% to cover additional items such as a salary top-up or for any Travel & Subsistence, Consumables & Estates above the eligible threshold, please complete the optional 5th finance table - Itemised Additional Business Partner contributions.

Itemised Associate costs

Month	Item Description	Payment Date	Project item (£)	INTERNAL USE ONLY - Final approved items
1				
2				
3				

Please complete the table for itemised items of spend: please use a row for each individual cost item. For example, if the Project starts part way through the month for a project that lasts 3 months, they may have had payment over 5 transactions. Please use a line for the eligible project cost for each transaction. The item description should provide a calculation for any part-time costs i.e. 0.5FTE of Gross salary = gross salary * 50% Ensure that the details you provide in the line item such as payment date, and amount match any supporting evidence. Please DO NOT USE the column marked "INTERNAL USE ONLY" - this will be used internal processing of your claim.

Justification

Please provide a breakdown of the project costs incurred, if there are any variances, please explain any changes to the items listed in comparison to your grant offer, and any underspend.

Knowledge Base Supervisor costs

Month	Item Description	Payment Date	Project item (£)	FOR INTERNAL USE ONLY - Final Approved items
1				
2				
3				

Please complete the table for itemised items of spend: please use a row for each individual cost item. For example, if the Project starts part way through the month for a project that lasts 3 months, they may have had payment over 5 transactions. Please use a line for the eligible project cost for each transaction. The item description should provide a calculation for any part-time costs I.e. 0.5FTE of Gross salary = gross salary * 50% Ensure that the details you provide in the line item such as payment date, and amount match any supporting evidence. Please DO NOT USE the column marked "INTERNAL USE ONLY" - this will be used internal processing of your claim.

Justification

Please provide a breakdown of the project costs incurred, if there are any variances, please explain any changes to the items listed in comparison to your grant offer, and any underspend.

Itemised Travel & Subsistence, Consumables & Estates costs

Month	Item Description	Payment Date	Project item (£)	FOR INTERNAL USE ONLY - Final Approved items
1				
2				
3				

Please complete the table for itemised items of spend: Use a row for each individual cost item for each transaction. The item description should provide a calculation for any partially eligible costs. Ensure that the details you provide in the line item such as payment date, and amount match any supporting evidence. Please DO NOT USE the column marked "INTERNAL USE ONLY" - this will be used internal processing of your claim.

Justification

Please provide a breakdown of the project costs incurred, if there are any variances, please explain any changes to the items listed in comparison to your grant offer, and any underspend.

Itemised Additional Associate Support costs

Month	Item Description	Payment Date	Project item (£)	FOR INTERNAL USE ONLY - Final Approved items
1				
2				
3				

Please complete the table for itemised items of spend: Use a row for each individual cost item for each transaction. The item description should provide a calculation for any partially eligible costs. Ensure that the details you provide in the line item such as

payment date, and amount match any supporting evidence. Please DO NOT USE the column marked "INTERNAL USE ONLY" - this will be used internal processing of your claim.

Justification

Please provide a breakdown of the project costs incurred, if there are any variances, please explain any changes to the items listed in comparison to your grant offer, and any underspend.

Itemised Additional Business Partner contributions (optional)

Cost Category	Month	Item Description	Payment Date	Project Item (£)
1				
2				
3				

Please complete this section if your project has had additional Business Partner contributions in addition to the 10% Business Partner Cash Contribution

Please attach a completed and signed copy of the Schedule 3 as directed in your Grant Offer letter.



Please note that claims cannot be paid without the completed Schedule 3. This was a stipulation of your Grant Offer Letter. The Schedule 3 issued in the GoL should be used. The template should be used as provided and this should not be edited or amended. Only pdf documents should be attached. Maximum file size is 1MB.

Finance Claim Comments (Internal use ONLY)

Finance checks - Secondary check (Internal comments)

Final Project Invoice

Approved Claim AKT Purchase Order Form (optional)



I have completed the attached Invoice following the specifications of Innovate UK Business Connect:

- The invoice is addressed to 'Innovate UK Business Connect' and the address outlined in the Purchase Order.
- That the invoice quotes the PO number.
- That the invoice quotes the project ID.
- That the invoice is vat- exempt.
- Invoices are NOT sent to the general Business Connect Finance email.

Please upload the Final Project AKT Invoice here. Follow instructions as indicated.



Please submit your grant Final Project AKT Invoice to match details provided on the PO addressed to Innovate UK Business Connect. Please ensure: - The invoice is addressed to 'Innovate UK Business Connect' and the address outlined in the Purchase

Order - That the invoice quotes the PO number - That the invoice quotes the project ID - That the invoice is vat- exempt - Invoices are NOT sent to the general Business Connect Finance email.

As stated in the cost guidance document shared with you at the application stage:

You will be required to keep records and evidence regarding costs incurred. During the claims process, you may be asked to provide this evidence. This could include timesheets for the individuals whose costs are claimed as part of the grant, as well as receipts for other expenditure.

If your project is selected at random, you will be required to provide evidence such as timesheets, receipts, and other supporting documentation. If you have received an email from akt@iuk.ktn-uk.org, you are required to complete this task within 14-days.

By implementing this audit process, we aim to uphold the **integrity and transparency** of our grant allocation and usage.

Please provide the proof of evidence of Associate Employment costs:



- Please submit the associate or associates Timesheets for each line item you have outlined in your Final Report Finance Claim

Please provide the proof of evidence of the Knowledge Supervisor cost:



- Please submit the supervisor or supervisors Timesheets for each line item you have outlined in your Final Report Finance Claim

Please provide the proof of evidence for Travel & Subsistence, Consumables & Estates costs:



- Receipts or proof of payment for Travel & Subsistence, Consumables & Estates costs. - Each line item of your Final Report Finance Claim should be outlined and matched with your evidence. - Please add only items claimed in this section.

Please provide the proof for evidence of Additional Associate Support costs:



You must provide evidence of your calculation of Additional Associate Support Costs for this project. This should be the calculation used in reference to your Additional Associate Support annual costs pro-rated to the duration of the project and relevant FTE of Associate and KB Supervisor. The calculations must match the line items of partial and full months in the breakdown provided as part of your claim. If your organisations use FCE letter, please also upload your FCE letter.

Please provide the proof of evidence for Additional Business Partner contributions (optional)



- Please submit the receipts of additional Business Partner Contribution for each line item you have outlined in your Final Report Finance Claim

Auditor Comments (Internal Use Only): (optional)